

# **Workforce Investment Act Funds SFP Proposal Package Instructions Category 3B Special Populations**

## **Category Summary**

Significant segments of California's workforce face barriers both to obtaining employment and progressing into higher-skill, higher-wage occupations. Many businesses are unable to find entry-level and/or skilled workers to fill available jobs. Projects in this category will provide customized services and training to prepare special needs populations such as people with disabilities, youth, welfare recipients, and people lacking workplace literacy skills for entry-level jobs and/or upgrade skill levels for demand occupations.

To compete, all proposals must respond to each section below. Forms can be downloaded by clicking on the available links below.

### **1. Cover/Signature Page (Includes Proposal Summary)**

The purpose of the [Cover/Signature page](#) is to provide applicant contact information, the amount of funding requested, a proposal summary, and an authorized representative's signature. All sections of the Cover/Signature Page must be completed. The proposal summary must be limited to 100 words.

### **2. Proposal Narrative (Maximum 100 points plus possible 6 bonus points)**

The [Proposal Narrative Category 3B](#) contains eight sections as detailed below. Each section will be reviewed and scored individually. The Proposal Narrative is limited to 20 pages.

#### **Section I - Statement of Need (Maximum 10 points)**

Describe the geographical area the project will target and the economic and workforce conditions in the area. Describe the unmet need in the area that the proposed project will target. Include an explanation of how the unmet need was determined and what factors have contributed to the unmet need. Provide supporting data with sources. Explain why the need cannot be addressed with existing resources through the local or regional service delivery infrastructure.

#### **Section II - Target Group (Maximum 10 points)**

Describe the characteristics of the target population that will be served by this project including barriers and basic and occupational skill needs. Explain how the target group was identified. Complete and attach the [Target Group Planning Chart](#) (SFP Form 1). In Section A, specifically identify the types and number of individuals that will be served such as low wage workers, individuals with disabilities, limited English speakers, at-risk youth, etc. Explain how the target population will be able to transition or upgrade to demand occupations in the area.

### Section III - Planned Approach (Maximum 25 points)

Identify the outreach and recruitment methods that will be used to contact and recruit participants. Demonstrate how these methods will enable you to reach the special needs population targeted.

Describe the service process that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will enable participants to attain, retain or advance in demand occupations. Identify who will be providing the services/training.

Describe how your service plan will address the barriers of the special needs population targeted and transition them into employment and/or help them attain ongoing career advancement.

Describe the occupations that will be used for entry-level jobs and/or upgrade skills training. Demonstrate how these selected occupations will assist the target group in progressing into higher skill, higher wage occupations. Provide data and sources that demonstrate the demand for these occupations in the area.

Describe how your service plan will be able to achieve the goals and objectives of the project in a timely manner. Complete and attach the [Proposal Work Plan](#) (SFP Form 2) that includes objectives/activities and timelines. The following are some examples of objectives/activities that may be included:

Objectives/Activities	Estimated Dates
Project Staff Hired	December 2006
Recruitment of participants begins	December 2006
Participant assessments and enrollments begin	January 2007
Partner MOUs/agreements are finalized	January 2007

### Section IV - Goal and Objectives (Maximum 10 points)

Complete the Enrollment and Cost Matrix as follows:

- Part 1 - Participant Information. Enter the total number of planned enrollments and entered employments. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and how many participants will receive training.
- Part 2 - Cost Information. Enter cost information in column (B) using only the amount of funds requested in this proposal. In column (C) provide the costs using all resources available to the project, including the grant funds requested. Enter the cost per participant, per entered employment, per retained employment and per trainee for each column.

Complete the Performance Goals Matrix for the applicable target population that the proposal will serve. A proposal may serve adults, youth or a combination of both. If the planned proposal goals are different than the State performance goals, provide an explanation. The State performance goals are listed in Section 8 D of this SFP.

Complete Section B of the [Target Group Planning Chart](#) (SFP Form 1) summarizing your planned outcomes/benefits for each target group identified. Provide a brief description on the chart of the expected outcomes/benefits that are relevant to the success or impact of the project. A target group may have more than one outcome. Outcomes/benefits can be described in terms of skills attained; degrees, licenses or certificates attained; wage gains; entered employments, etc. Outcomes/benefits must be clearly described, relevant to the project, reasonable and measurable. In Section IV. of the Narrative describe how the outcomes/benefits will be measured and provide any further clarification to demonstrate their effectiveness.

## **Section V - Local Collaboration (Maximum 15 points)**

Creating effective partnerships is a key element of any workforce development system and is an essential component of this SFP. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards, state/local agencies that serve the targeted groups, advocacy groups, faith-based and community based organizations, training providers, business and economic development groups. Applicants must demonstrate that a high level of coordination already exists or that linkages are in the process of being established.

The criteria in this section are divided into two parts depending on who is applying. If the Local Workforce Investment Area Administrative entity (LWIA) is the applicant, they must address criteria in part A. If the applicant is not a LWIA, they must address criteria in part B.

### ***Part A - LWIAs only:***

Describe how the LWIA has successfully formed effective partnerships with local community based organizations, employers, education, and others. Provide descriptions of any formal or informal agreements that exist with the partners. Demonstrate how these organizations will complement the services provided by the LWIA under this proposal. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

### ***Part B - Non-LWIAs only:***

Describe how your organization has successfully established linkages with the LWIA. Include any actions you have taken to collaborate with the LWIA and any formal or informal agreements that are in place. Describe the roles and responsibilities that the LWIA will perform in conjunction with this proposal. A listing of the LWIAs is available on the EDD website at [www.edd.ca.gov/wiarep/wialoc.htm](http://www.edd.ca.gov/wiarep/wialoc.htm). Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the other local

partnerships (excluding the LWIA described above). Include local community based organizations, employers, education and others that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

## **Section VI – Resource Utilization (Maximum 10 points plus up to 6 bonus points)**

Projects that can demonstrate a non-WIA cash and/or in-kind match of 20 to 30 percent will be rewarded 3 bonus points. Match greater than 30 percent will be rewarded 6 bonus points. (See SFP Section 5 C. Non-WIA Cash and/or In-Kind Match for further details).

Complete the Resource Utilization chart in the Proposal Narrative identifying the name of the provider, a description of the fund source, the type of resource, and the amount. All cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. The commitment letter must contain a contact person and telephone number. Check the applicable box for each match resource that is documented with a commitment letter. Provide any further explanation in the space provided in the narrative.

Enter the cumulative plan for utilizing the match funds on the Resource Utilization Chart. Match funds will be subject to the reporting requirements contained in WIA Directive 06-4, Quarterly and Monthly Financial Reporting Requirements.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services, and provide future sustainability.

Describe any direct grants you have received within the past four years from the Department of Labor or through a State WIA 15 Percent grant. Describe any connection those grants will have with this proposal.

## **Section VII - Statement of Capabilities (Maximum 10 points)**

Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

## **Section VIII. - Budget Summary Narrative and Plan (Maximum 10 Points)**

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Under column B, enter the non-WIA cash and/or in-kind match resources identified in proposal narrative Section VI. 1., Resource Utilization Chart. Column C is the sum of columns A and B.

In Section VIII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Plan. For example, narrative for the line item Staff Salaries should

include a description of the staff and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. EDD has defined the equipment purchase procedures in Directive WIAD03-9. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 5) Section II. Contractual Services.

### **3. Expenditure and Participant Plan**

Proposals must complete and attach the [Expenditure and Participant Plan](#) (SFP Form 6). Enter planned cumulative expenditures for each period ending date specified in Section I A. WIA 15 Percent Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required.

Enter the total planned enrollments for each period end date specified in Section II. A. of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a enter the total participants that will be placed in unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED, or returned to secondary school (youth only). Line C1.c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.